

FRANKLIN COUNTY
DEPT of JOB and FAMILY SERVICES
1721 Northland Park Ave.
Columbus, Ohio 43229

J O B A N N O U N C E M E N T

POSITION TITLE: Administrative Officer
(Non Bargaining)

PCN: 100402

DEPARTMENT/Location: Finance Department/Northland

P. R.: N17

REPORTS TO: Assistant Director/CFO

RESPONSIBILITIES: Under direct supervision of the Assistant Director/Chief Financial Officer, direct and administer activities and projects related to finance, payroll, human resources, monitoring/auditing, contracts, and information technology. Design and implement administrative policies and procedures as they relate to these areas, develop and implement programs to ensure fair and consistent personnel practices, and advise management on personnel and financial matters. Prepare recommendations to the Assistant Director/Chief Financial Officer. Data management and analysis resulting in regular comprehensive reports for monitoring personnel, staffing, audits, contracts, and agency finances. Creation of specialized AD HOC reports for the Director, Asst. Directors, Deputy Directors, Commissioners, and agency senior staff. Development and coordination of research, best practices, focus groups, and other research to gather necessary data. Attend meetings and participate in special project committees; direct and administer systems designed to monitor and improve operational effectiveness; maintain a comprehensive knowledge of program regulations and state laws governing the various funding sources. Prepare correspondence; disseminate information; and prepare procedures/manuals for staff and management. Consult with and provide technical assistance to agency staff, senior staff and executive team; organize training seminars; give presentations to staff and management; attend training sessions and conferences to keep current on issues affecting the agency; represent the Assistant Director/Chief Financial Officer at meetings.

MINIMUM QUALIFICATIONS: Bachelor's degree in business or related field with three years of office administration or related experience; or any equivalent combination of training and experience.

STARTING SALARY: \$ 26.14 per hour. 180 day probationary period.
Plus a Comprehensive Benefits Package

DATE POSTED: Monday, November 25, 2013

DEADLINE TO APPLY: Wednesday, November 27, 2013

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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